

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** PERSONAL CARE PROVIDER

**Date** 9/2/99

**Position Level:** 5

**FLSA Status:** Nonexempt

**Class Code:** 5-1

### GENERAL DESCRIPTION

Primary function is to assist the impaired elderly and/or disabled adult clients with household duties and personal care such as bathing, dressing, feeding, etc. Reports to a designated supervisor and ultimately the Sr. Administrator.

### KEY RESPONSIBILITIES

1. \*Performs shopping duties for clients and picks up grocery items, medications, etc.
2. \*Performs housekeeping duties (cleaning, laundry) and minor home repairs.
3. \*Prepares meals.
4. \*Provides personal hygiene care for the client such as bathing, toileting, mouth and teeth care, etc.
5. Pays any necessary bills for the client.
6. \*Keeps records and completes paperwork in the performance of daily duties.
7. \*Travels in the performance of daily duties.
8. Provides emotional companionship to the client.
9. Performs other duties as assigned.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> PERSONAL CARE PROVIDER	<b>Class Code:</b> 5-1	<b>Position Level:</b> 5
---	------------------------	--------------------------

<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	High School/GED. Vocational or Technical School required.
<i>Experience:</i>	1 to 2 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.
<i>Other:</i>	Florida Drivers License, Nurses Aide Certificate, CPR/First Aid Certified.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_